



Adventure Coordinator Job Description

DESCRIPTION

The Adventure Coordinator is responsible for leading a NICA league's Adventure program, and facilitating the education, training and development of NICA Coaches in experiential and adventure education. They will be the face of the program itself and will be involved in pre-event planning and post event follow-up. The Adventure Coordinator is the official league contact for coaches for NICA Adventure programming and training. They report to the League Director and interface with the NICA Adventure Program Manager.

RESPONSIBILITIES

- Develop and implement adventure operations plan for league in collaboration with your league coaches, and in consultation with your League Director and national Program Manager
- Oversee and lead the overall production of Adventure events/programming for your league
- Support, mentor, and guide league coaches in providing adventure and experiential experiences
- Manage adventure communications at the league level
- Manage and maintain a high level of safety using NICA best practices
- Understand insurance, risk management, emergency action plans and other important documents
- Attend monthly NICA's Adventure Coordinator Calls

KEY QUALITIES

- Experience in experiential, outdoor recreation, or adventure education
- Personable - works well with a wide variety of people
- Creative
- Organized
- Attention to Detail
- Problem Solving
- Planning Logistics
- Experience in risk management
- Experience working with volunteers
- Public speaking experience
- Trainable
- Good at receiving feedback

COMMITMENT

- Ideally 2 or More Full League Seasons

COMPENSATION

- This is a volunteer position. Any required travel by NICA National will be reimbursed.

Please contact your League Director for more information!